

Post-Bacc. IRTA Committee Meeting Minutes
May 1, 2005
CRC Room 3-2550

QUICK CALENDER

May	18	Lecture Series (Lipsett, 12:00-1:00pm)
	24	Postbacc Poster Day (Tents outside of Bldg. 10)
June	5	Seminar Series (Bldg 50 1 st Flr. Conf. room, 1-2pm)
	9	Summer Extravaganza/Mentor Award (Bldg 1, Wilson Hall, 2:30-4:30)
	26	Seminar Series (Bldg 50 1 st Flr. Conf. room, 1-2pm)

TOPICS OF DISCUSSION

Committee Participation

- committee representative participation has been low at many events during the last few months
- some representatives needed reminders to register for Poster Day, which is mandatory for committee members
- Suggestion: representatives need to participate in at least 1 event per month

Poster Day Registration (Teresa, Diana, Lien, Dena)

- registration count this year was poorer than last year's (~212 vs. 250)
 - possible reasons hypothesized:
 - i. website down during 1st week
 - ii. conflict with college graduations/Memorial Day
 - iii. timing is later in May when Postbacc are getting ready to leave
- Free lunch: e-mail reminder to be sent out on Wednesday with a voucher for a free lunch on Thursday
- Follow-up: e-mail needs to be sent out with recommendations on where to get posters printed (e.g. ITC, Medical Arts, Bldg 37, etc.)

Speaking about Science (Diana)

- approximately 40 people showed initial interest, only later to have pulled out
- Scott Morgan has generously offered to give private sessions and also offer additional sessions upon request
- Posters can also be sent via e-mail (low resolution) for him to look at, and a subsequent phone discussion can be arranged

Lecture Series (Abdul)

- attendance was poor this past month

- Suggestions: - perhaps we can alternate lectures between Tues/Thurs.
 - advertise event on posters in Building 10 entrances/cafeteria
 - post more posters around campus
 - send event info. for early posting on website
- next lecture: May 18th, Thursday, Lipsett, 12:00 - 1:00 pm
 - speaker: Dr. John Yewdell
 - Title: How to Succeed in Science

Seminar Series (Aaron and Annie)

- next seminar: June 5, Monday, Building 50, 1st Flr. Conf. Rm, 1-2pm
- speakers: Emily Conn & Catherine Stefaniuk
- Aaron and Annie are looking for someone to take over their positions starting in July or August

ICU Rounds (Lily and Rob)

- attendance is up from the winter
- Lily and Rob are looking for people to take over their positions

Postbacc-IRTA Website (Dena and Nic)

- website, after being down last month, is up again
- Reminder: please send Nic event info. as to keep website up-to-date

Summer Extravaganza and Mentor Award (Lily, Aaron, Diana, Lisa, Rachna)

- Date: June 9, 2:30-4:30pm
- Speakers:
 - 1) Dr. Gottesman (Deputy Director for Intramural Research)
 - 2) 2005 Mentor Award Winner
- Location: Bldg 1, Wilson Hall
- Food: \$600 budget
- Drinks: surplus-supplied
- Prizes: R&W sponsored
- Schedule of events: TBD
- Volunteers Wanted for Summer Extravaganza !!!

June Committee Meeting

- Tentatively Tuesday, June 6, 2006; 12pm; Location: TBD
- Things to do before meeting:
 - 2006-2007 Institute Representatives: announce through the Pre-IRTA and Institute List-serves
 - Compile a folder for each event containing comments/suggestions on timing, location, speakers, and advertising
- Topics of discussion
 - Review this year's events and provide suggestions for next year's committee

- Our purpose: What are the opportunities or needs that we exist to address?
- Our business: What are we doing to address these needs?
- Our future goals: What can we do to improve the Postbacc program and experience?

Summary of Suggestions and Follow-up Points:

1. Institute requirement for all representatives to participate in at least 1 event per month
2. Send out e-mail to remind Poster Day presenters of free lunch
3. Send out e-mail to provide suggestions on where to get posters printed
4. Posters in need of review can be sent to Dr. Morgan, and a subsequent meeting can be arranged
5. Future events can be more widely advertised by use of posters placed at the entrances and in the cafeteria of Building 10
6. Remember to send your event information to Nic for posting on the website!
7. Replacement representatives are needed for ICU Rounds and the Seminar Series for next year
8. Volunteers needed for Summer Extravaganza
9. Look into providing Q&A forums at which 1st years can seek advice from senior IRTAs
10. Send out e-mail to recruit new institute representatives. Attach requirements.
11. Form MCAT and GRE support groups.
12. Open up committee meetings to IRTA community.
13. Revise future meeting minutes, through Pat, for subsequent posting on website.